

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTR/EA - 10	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Status of Operating Allowances						<input checked="" type="checkbox"/> STATISTICAL	
						<input type="checkbox"/> NARRATIVE	
						<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
2		Monthly				1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		YES		IF YES GIVE ADP PROCESSING NO.		OTR/Internal	
		NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OTR/BF				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-12	8.00		1		8.00		12 96.00
GS-05	3.60		2		7.20		12 86.40
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
\$182.40							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Monthly report to keep Staff and School Chiefs advised on the status of their obligations and balance of funds available.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
<input type="checkbox"/> CHANGE						0	
<input type="checkbox"/> DISCONTINUE						0 STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
7 October 1970		C/OTR/BF					